



# Block Party Request Form

The completed application can be mailed to: Oshkosh Seniors Center, Special Events Coordinator, 805 Witzel Ave., Oshkosh, WI 54902; or emailed to: [kshell@oshkoshwi.gov](mailto:kshell@oshkoshwi.gov). (Emailed documents must be submitted as a pdf file.) For more information contact the Special Events Coordinator at (920) 232-5304.

<b>EVENT INFORMATION</b>	
Date of Event:	Time Requested: From .m. to .m. <i>(Example 10:00 a.m. to 2:00 p.m.)</i>
Street to be Closed: _____ From _____ (Street) to _____ (Street) <i>(Example: N. Campbell Rd. from Witzel Avenue to Dempsey Trail)</i>	
Estimated Attendance:	Have all residents been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No
If NO, who has not been contacted and why?	
Did any residents indicate an objection? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, what was the nature of that objection?	
Briefly describe any activities planned with the block party:  <i>(Note: No food or beverages may be sold and no tents or other structures may be placed within the right-of-way – street or terrace areas)</i>	
Are you affiliated with a recognized City of Oshkosh Neighborhood Association? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Note if "yes" your information will be provided to GOHNI for additional activity options.)</i>	
Will there be amplified music or sound associated with the events? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>APPLICANT INFORMATION</b>	
Applicant Name:	
Daytime Phone #:	Cell Phone #:
Email Address:	
Address:	ZIP:

The information contained in this application is true, correct, and complete to the best of my knowledge. If there are any changes to the proposed block party, I agree that I will promptly notify the City of Oshkosh of these changes and request approval of them.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date



## Neighborhood Block Parties

Neighborhood Block Parties which require the closing of a street within the City of Oshkosh are considered a Special Event under the City's Special Event Ordinance and require Council approval for the event and closing the street.

In recognition that block parties, such as those described above, provide social interaction among block residents, generally affect only those residents within the immediate area of the street closure and can help strengthen a neighborhood; and that block parties are generally less complex than Special Events open to the community at large, the City has developed this application particular to block parties.

If your event does not meet this definition for any of the requirements below, you may apply for a special event permit using the special events application form available on the City's website or the Special Events Coordinator's office (Oshkosh Seniors Center South Building, 200 N. Campbell Rd.).

Please complete this form and return it to the Special Events Coordinator at least 45 days prior to the proposed Block Party event.

When completing this form, please keep in mind that the Council has previously indicated that closing of a street for a block party should be done at times and in such a manner as to minimize any adverse impact upon any of the street's residents. The timeframe for the street closure should generally fall sometime between 9:00 a.m. and 10:00 p.m.

### Defining a Neighborhood Block Party

- Located on a residential city street and minimally impacts normal traffic patterns
- Attendance of 100 residents, their friends and family or less
- No sales of food, beverages or merchandise
- No consumption of alcohol on public right of ways (streets, sidewalks, terrace, etc.)
- No temporary structures (tents, port-a-lets, bounce houses, etc.) placed within the right of ways (streets, sidewalks, terrace areas, etc.)

The Special Events Coordinator will coordinate barricade delivery. The Oshkosh Police Department will be responsible for set-up and take-down of the barricades at the beginning and end of your block party event. Your application will be reviewed by city staff and any concerns or issues will be brought to your attention. After that review, your application will be forwarded to the City Council. The Special Events Coordinator will notify you of the Council's action.